

# Job Opportunity

## Commission on Teacher Credentialing

Ensuring high quality educators for California's diverse students, schools and communities



IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACE IN PUBLIC SERVANTS.

### STAFF SERVICES ANALYST (SSA) (Four Positions Available)

<b>Salary:</b>	\$2,817-\$4,446	<b>Work Hours:</b>	Between core hours of 8:00 a.m. – 5:00 p.m.
<b>Tenure/Timebase:</b>	Permanent/Fulltime	<b>Final Filing Date:</b>	Until Filled
<b>Contact:</b>	Sherry Rossi (916)323-7157 <a href="mailto:srossi@ctc.ca.gov">srossi@ctc.ca.gov</a>	<b>Office/Location:</b>	Commission on Teacher Credentialing Certification, Assignment & Waivers Division 1900 Capitol Avenue Sacramento, CA 95811-4213

The Commission on Teacher Credentialing (CTC) is a **Special Funded** agency and is conveniently located in the downtown area near many popular restaurants, shops, public transportation, and affordable parking options. The purpose of the CTC is to ensure integrity and high quality in the preparation, conduct and professional growth of the educators who serve California's public schools. Its work shall reflect both statutory mandates that govern the Commission and research on professional practices.

**DUTIES:** Under supervision of the Staff Services Manager I, the SSA is responsible for the following:

- **Credential Processing:** Review, analyze, evaluate and either grant or reject all applications for public school credentials and permits, including first time appeals (RGA 7 and 10). The majority of which are the most difficult applications.
- **Phone Coverage:** Answer credentialing questions from county offices of education, public school districts, colleges and universities and the public. Research the answer by reviewing the Education Code and Title 5 Regulations in addition to internal resources.
- **Communications:** Respond to the most complex credential questions via e-mail and written correspondence. Prepare and/or write a variety of documents including coded correspondence, credential information alerts, and reports.
- **Subject Matter Expert:** Review and provide input on unit procedures; and develop production enhancements for the Credential Automation System Enterprise as a result of implementation plans and/or work processes. In a team or individually, assist in developing/maintaining internal training-related materials/references and conduct training sessions scheduled for staff and stakeholders, workshops and conferences. Analyze and make recommendations to revise materials, department publications, leaflets, case notes, etc. necessary for incorporation into training classes to ensure that participants have a good understanding of these tools, resources, processes and procedures. Attend training meetings and provide input to Staff Services Manager I on staff/trainees regarding training quality, participation and ability.

#### DESIRABLE QUALIFICATIONS:

- Knowledge of credentialing requirements and processes
- Demonstrated ability to be punctual and have good attendance
- Excellent interpersonal, organizational, analytical, research, and communication skills (both oral and written)
- Dependable with good work habits and the ability to follow oral and written directions
- Ability to learn detailed information quickly
- Ability to work independently with minimal supervision and in a team environment
- Ability to effectively use and quickly learn computer software programs

**CONDITIONS OF EMPLOYMENT:** Fingerprint Clearance is Required.

#### WHO MAY APPLY:

Individuals who possess the desirable qualifications listed above, and are currently at the SSA classification or who have list, transfer, or reinstatement eligibility to the above classification may apply. Appointment is subject to the State Restriction of Appointment (SROA).

#### IMPORTANT NOTE:

Interested applicants must submit a State Application form, STD 678 to the above address. Attention: Sherry Rossi. All applicants must clearly indicate the basis of their eligibility (*i.e.*, *SROA*, *surplus*, *reemployment*, *reinstatement*, *transfer*, or *list eligibility*) and include RPA No. 09-012. The applications will be screened and only the most qualified applicants will be invited for an interview.

**AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.**